

Business Advisory Sheet 2

Training Requirements for Food Handlers

'The Food Hygiene (England) Regulations 2006' came into force in January 2006 and, under 'Regulation No. 852/2004', require the training of all food handlers. The Regulations say that all food handlers must be "supervised and instructed and/or receive training in food hygiene matters commensurate with their work activities".

In simple terms this means that everyone involved in a food business who handles food must receive some training or instruction. The training needed will depend on the type of business, the foods prepared or served and the type of work the person does. For example, a person who slices cooked meats will need more detailed training than someone who handles only fruit and vegetables.

Many managers and supervisors may not handle food but will have a direct effect on the way in which a business is run. They must also receive food safety training in the application of HACCP Principles to ensure the business has effective food safety procedures.

Information on the type of training needed for different jobs is given in the table overleaf.

Who can carry out the training?

Training can be carried out either in-house or by an outside organisation, but it must be organised by someone who has suitable experience or qualifications.

Introductory training for new staff and "*Hygiene Awareness Instruction*" (see table overleaf) can usually be carried out by a manager or supervisor. Level 2 Award in Food Safety in Catering and above must be run by someone who has at least the same qualification and who has appropriate training skills. Training courses are accredited by several organisations:

- The Chartered Institute of Environmental Health
- The Royal Society of Health
- The Royal Institute of Public Health and Hygiene
- The Royal Environmental Health Institute of Scotland
- Society of Food Hygiene Technology

Training for you and your staff does not have to be accredited by one of the above organisations, but this may make it easier for you to show that it has been carried out to the required standard.

There are a number of local authorities, colleges and private companies who carry out training locally. A list is available from us at the address at the end of this leaflet.

Training Requirements for Food Handlers (continued)

Refresher Training

Training should be an ongoing process and should include regular updates or “*refresher sessions*”. It is recommended that these should take place at least every three years.

Record Keeping

The Regulations do not say that training records must be kept. However, it will help you to make sure that all your staff are properly trained and make it easier for you to show an officer from this Department that this is the case if you keep a simple record of the training carried out, the date and who it was done by. It is also a good idea to have a training plan showing the training needed by each member of staff and the dates for any update or “*refresher*” training.

A training record sheet you may wish to use is available from us.

Examples of the training required for different types of job:

Who?	When?	What Training?
All food handlers	Before starting work for the first time	<p>Introductory training including:</p> <ul style="list-style-type: none"> • personal hygiene • how to carry out their duties hygienically • what to do if they have an illness such as a stomach upset <p>New employees should work under close supervision until they have received more detailed training.</p>
Staff who handle wrapped/pre-packed or “<i>low risk</i>” food only	Within 4 weeks of starting a job (8 weeks for part-time staff)	<p>Hygiene Awareness Instruction, this should include:</p> <ul style="list-style-type: none"> • the importance of food hygiene, cleanliness etc. • the causes of food poisoning • personal hygiene, reporting illness etc. • food storage, temperature control and stock rotation • foreign body contamination • awareness of pests (rats, mice & insects) <p>Refer to Business Advisory Sheet 3 - Hygiene Awareness.</p>
Food handlers who prepare or serve high risk “<i>open</i>” food. e.g.	Within 4 weeks of starting a job	<p>Hygiene Awareness Instruction, this should include:</p> <ul style="list-style-type: none"> • the importance of food hygiene, cleanliness

Training Requirements for Food Handlers (continued)

<p>cook, baker, shop assistant handling cooked meats or serving unwrapped cream cakes, person working in a café or take-away</p>	<p>Within 3 months</p>	<p>etc.</p> <ul style="list-style-type: none"> • the causes of food poisoning • personal hygiene, reporting illness etc. • food storage, temperature control and stock rotation • foreign body contamination • awareness of pests (rats, mice & insects) <p>Level 2 Award in Food Safety in Catering (or equivalent) Duration approximately 6 hours.</p>
<p>Managers and Supervisors (Good Practice)</p>	<p>Within 3 months</p>	<p>Level 2 Award in Food Safety in Catering (or equivalent) Duration approximately 6 hours.</p> <p>In larger businesses more detailed training to Intermediate level (12 to 24 hours) or Advanced level (24 to 40 hours) is recommended.</p>

Where can I get more information?

- Industry Guide (under development)
- from your trade association
- from local authorities, colleges and companies who run training courses

Contact

For further advice/information please contact:

Oldham Council, Food Safety, Chadderton Town Hall, Middleton Road, Chadderton,
Oldham OL9 6PP on Telephone: 0161 770 2244 or email: env.foodsafety@oldham.gov.uk